

stop

whom are also entering shelter.

• Click "Continue with Check In."

Select "Assign Bed" next to each household

member who is also being checked in and

choose an empty bed for each individual.

Please Note that **ShelterPoint doesn't allow you to put in a funding source at check-in**. This means that that all service items of EMERGENCY SHELTER do not have a corresponding source of funding. BSH will assume that all Shelter Nights are using Operations dollars from ESG and will be held to the general standards.

\*\*If there is a Shelter Program not receiving ESG, please notify BSH so that we do not unfairly hold your shelter to a reporting schedule that is not appropriate your funding sources.

<sup>\*\*</sup> Some agencies fill out assessments unique to their agency or to their continua. These Assessments should be completed instead of the HUD Universal Data Elements Assessment.